

## **Enhanced Distribution Method for the Notice of Delay List**

November 15, 2002

### **Summary**

The Notice of Delay List (NDL), which is published and distributed every week, is a list of applicants who have received a Letter of Inquiry from the Division of Professional Practices (DPP) or whose applications have been rejected because they failed to provide documentation concerning criminal convictions or employment or licensing actions. Commission stakeholders have requested that both DPP and the Certification, Assignment and Waivers Division review enhancing the distribution of the NDL. This agenda item reviews the current process of distributing the NDL and outlines an enhanced distribution method by displaying this information on the Commission's credential lookup web page.

### **Fiscal Impact**

There is a potential savings in postage if the NDL is distributed as proposed in this agenda item.

### **Background**

Education Code Section 44332 authorizes a county board of education (and, in certain circumstances, a school district) to issue a Temporary County Certificate (TCC) so that the board can issue salary payments to employees whose credential applications are being processed by the Commission. The applicant for a TCC must certify under oath that he or she has filed an application for a credential or permit and that, to the best of his or her knowledge, no reason exists why a certificate or permit should not be issued. A TCC is valid for not more than one year from the date issued.

Section 44332 provides that the county board of education or school district must cancel a TCC immediately upon receipt of written notice from the Commission on Teacher Credentialing that the applicant apparently does not possess adequate academic qualifications or has a criminal record that would disqualify the applicant. In addition, a TCC is not valid beyond the time that the Commission provides written notice to the county board of education that the Commission has received facts that may cause denial of the application, or that the Commission has issued or denied the originally requested credential.

DPP issues a NDL every week to county boards of education and school districts listing the names of credential applicants whose TCCs should be cancelled. The people whose names appear on the list include applicants who have received a Letter of Inquiry from DPP indicating that the Commission has received information requiring an investigation into the applicant's fitness to hold a credential, and applicants who disclosed a criminal conviction, employment, or licensing action on their applications but failed to provide documentation requested by DPP.

In the near future, applicants on the NDL will be displayed on the Commission's credential lookup web site that is available to the employers. This information will not be available on the public side of the lookup program since the NDL is not a public document. The Commission's stakeholders have requested electronic access to the NDL to eliminate having to keep separate databases at each county office and school district. Providing electronic access to the NDL will greatly enhance the ability of county boards of education and school districts to determine if they must cancel the TCCs of any teachers they employ and remove them from the classroom. In addition, DPP will initiate a survey of current recipients of the NDL to determine if the mailing of the NDL can be eliminated or sent by electronic mail.